



### **2-3.5 SELECTION PROCESS NOTICES**

1. Describes the selection process for a specialized assignment.
2. Signed by the Deputy Chief of Police.
3. Distribution:
  - a. Posted on Administrative Bulletin Board for 30 days.
  - b. Placed in Distribution Book for 30 days.
  - c. Division Commander of specialized assignment position.
4. Retained in reference binder by the Deputy Chief for three (3) years.

### **2-3.6 INTRA-DEPARTMENT MEMORANDUMS (IDM)**

1. Instructions and directions issued by memorandum shall not deviate from, or conflict with, established policies and procedures documented by higher authority.
2. Memorandum may be issued by the Chief of Police, the Deputy Chief or a Commander:
  - a. To disseminate information and instructions.
  - b. To direct the action of members in specific situations or circumstances that does not warrant a General Order, Operations Order or Standard Operations Order.
  - c. To explain or emphasize portions of previously issued orders.
  - d. To inform employees of actions or policies of other agencies.
3. Prepared on a Form 48A.
4. Are sequentially numbered from the start of each year. (IDM00-001)
5. Distribution:
  - a. Posted on Administrative Bulletin Board for 30 days.
  - b. Placed in Distribution Book for 30 days.
  - c. Reviewed by Unit/Squad Supervisor with their personnel.
6. Retained in reference binders by the Deputy Chief for three (3) years.

### **2-3.7 DEPARTMENT MEMOS**

1. Used between members within the Department for general information.
2. Prepared on a Form 48.

### **2-3.8 DIGITAL ROLL CALL**

1. Issued daily by the Patrol Division Commander or his designee to pass on relevant information to the on-coming shift(s).
2. Reviewed by the Shift Supervisor with their personnel on a daily basis.
3. Posted in the Distribution Book maintained in the Roll Call Room.
4. Includes but is not limited to, the following information:
  - a. Traffic assignments.
  - b. Special events.
  - c. No parking requests.
  - e. BOLO/Wanted.
  - f. Training/Safety Issues.
  - g. Recent call history.

### **2-3.9 OUTSIDE CORRESPONDENCE**

1. Outside correspondence will be prepared on Departmental letterhead, using proper form and grammar.
2. All correspondence directed to a Chief of Police, Sheriff, Director, CEO, etc., of the receiving agency shall be prepared for the Chief's signature.
3. Correspondence directed to any Town of Easton official, i.e., Mayor, Council Member, Town Manager, etc., regarding Departmental issues, requires a copy to be forwarded to the Chief of Police for informational purposes.
4. Letterhead on grey paper, used in conjunction with the grey colored envelopes with the colorized emblems, is to be used by members of the Command Staff only.
5. Letterhead on white paper, used in conjunction with the white envelopes without colorized emblems, is to be used by all other members.

### **2-3.10 CORRESPONDENCE TO THE CHIEF OF POLICE**

1. The Chief of Police is committed to keeping an open line of communication between the Chief's Office and Department members.
2. Correspondence concerning routine matters will be forwarded through the chain of command.
3. Members unsuccessfully communicating to the Chief through the chain of command may contact the Chief's Executive Assistant who will advise the Chief of the member's communication.
4. Confidential and personal correspondence may be sent directly to the Chief and should be addressed to the Chief marked "Confidential."

**NOTE:** Members shall not use this procedure to circumvent the chain of command in routine matters.

### **2-3.11 SIGNATURES ON ORIGINAL DOCUMENTS**

1. All computer generated reports and correspondence will be signed in blue ink, unless clearly marked as an "Original," e.g. Citations, Accident Reports, Statement of Charges, etc.
2. The body of the reports will continue to be written in black ink, with only the signature in blue ink, to ensure the "original" can be identified when photocopied.

### **2-3.12 STANDARDIZED FORMATS**

1. All outgoing and inter-department correspondence shall be standardized.
2. The type style will be "Times New Roman" and the font size will be 11 pt.